

**SECRET**

STATISTICAL REPORT OF ISB ACTIVITIES

for September 1955

VISUAL AIDS SECTION

1. Received a total of 33 requests for the planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the art work and shop work on a total of 151 items, including sketches, graphs, drawings, signs, posters, and display items of which:
  - a. 1 project totalled 40 man hours or more;
  - b. 2 projects totalled 80 man hours or more;
  - c. 1 project totalled 160 man hours or more.
3. Received a total of 12 requests for photographic aid and camera assistance, including taking still pictures, processing, developing and printing.
  - a. Processed and developed 1 still picture request, consisting of 5 originals, totaling 25 prints.
  - b. Processed and developed 61 feet of ophthalmograph film (35 mm.)

EDITORIAL AND REPRODUCTION

1. Edited 2 special instructional projects: total pages, 47 (Guide cards).
2. Edited, typed, processed and distributed 28 administrative communications from Office of Director of Training.
3. Processed 21 requests through Printing and Services Division/LO.
4. Reproduced internally, 95 requests from offices of OTR: 357 masters and/or stencils.

AUDIO AIDS SECTION

1. Number of requests handled: 77 covering 114 items.
2. Number of films procured: 71
3. Number of films projected: 60
4. Number of preventive maintenance checks made: 168
5. Number of emergency checks made: 18

**SECRET**

~~SECRET~~

MAP TRAINING OFFICER

1. Number of requests for maps or services - 28
2. Number of map sheets distributed: In OTR - 62  
Outside OTR - 212
3. Number of photographs distributed: 127

LIBRARY SERVICES SECTION

1. Operated the OTR Library with this volume:
  - a. Book charges: 181
  - b. Periodical charges: 44
  - c. Books ordered: 140
  - d. Books received: 351
  - e. New periodicals received: 3
  - f. Overseas requests received: 2
2. Serviced the sub-library collections in the following volume:

Library

Reference requests: 5  
Book accessions: 7  
Document accessions: 200

Other Collections

Basic School

Admin. Tr.: 1  
BOC: 135  
Clerical Tr.: 25  
Management Tr.: 57

Intelligence School

Reading Improvement: 4  
World Communism: 5

Operations School

Language and External Training School: 96

Assessment and Evaluation Staff: 5

~~SECRET~~

~~SECRET~~  
CONFIDENTIAL

3. Reference, research and bibliographic functions

- a. Conducted research and prepared 4 bibliographies, of which 2 were completed and 2 annotated, totaling 61 items and 50 man hours.
- b. Published 2 issues of the GUIDE containing a total of 140 annotated items.

~~SECRET~~  
CONFIDENTIAL